

Regular Meeting

February 27, 2006  
12:30 p.m.

A regular meeting of the Municipal Civil Service Commission convened on Monday, February 27, 2006, at 12:39 p.m. with Priscilla Tyson, Grady Pettigrew, and Eileen Paley in attendance.

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*RE: Review and approval of the minutes from the January 30, 2006, regular meeting.*

A motion to approve the minutes was made, seconded, and passed unanimously.

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*RE: Reappointment of Commissioner Grady L. Pettigrew, Jr. to a term expiring on February 1, 2012.*

President Tyson read Mr. Pettigrew's appointment letter from the Mayor into the record.

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*RE: Election of Commission President.*

Priscilla Tyson was nominated for President of the Commission, the nomination was seconded, and it passed unanimously.

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*RE: Review of the results of the pre-hearing conference for the following appeal:  
a) Darryl K. Sherrill vs. Columbus Public Schools, Appeal Nos. 05-BA-0014 and 06-BA-0003. Custodian II – 2 separate 5-day suspensions – hearing scheduled for May 8, 2006.*

PRESENT: Theresa Carter, Deputy Executive Director

Darryl K. Sherrill – Mr. Sherrill is appealing two five-day suspensions on the merits and the discipline imposed. The trial board is scheduled for May 8, 2006, but Larry Braverman, Columbus Public Schools, may ask for it to be rescheduled depending upon the outcome of other ongoing litigation. Mr. Braverman intends to call the same group of three witnesses for both hearings and the appellant's attorney, Thomas Drabick, intends to call one of these same witnesses. Both parties agree the trial board should last no longer than one afternoon.

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*RE: Rule Revisions.*

No rule revisions were submitted this month.

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*RE: Trial board recommendations.*

No trial board recommendations were submitted this month.

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*RE: Columbus Public Schools classification actions.*

No Columbus Public Schools classification actions were submitted this month.

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*RE: Request of the Civil Service commission staff to create the specification for the classification Parking Violations Bureau Security Manager, designate the examination type as competitive, assign a probationary period of 365 days, and amend Rule XI accordingly (Class Code 1151).*

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented this request from the City Treasurer to create a new classification to be titled Parking Violations Bureau Security Manager. The proposed classification was based on the findings from several independent security audits of the division as well as recommendations from the annual audit of the City. All of these entities have targeted a need to have a position within the bureau responsible for safeguarding the millions of dollars that are transacted within the division every year. In the request, the City Treasurer stated the need to have someone experienced and specialized in security and loss prevention. Based on these needs and the absence of an existing class to fit these needs, it was recommended that a Parking Violations Bureau Security Manager classification be created as proposed.

The definition was written to indicate that the proposed Parking Violations Bureau Security Manager would be responsible for planning, developing, coordinating, and monitoring the security operations for the Parking Violations Bureau. The proposed examples of work section was developed based on information submitted by the Treasurer's Office and surveys of similar and related jobs. It was recommended that the minimum qualifications require completion of the twelfth school grade and five years of experience performing security, loss control or prevention, or other related work. A substitution was proposed that would allow a certificate of high school equivalence (GED) to be accepted in lieu of the twelfth school grade requirement and that college training may be substituted for up to two years of the required experience on a year-for-year basis (30 semester/45 quarter credit hours equals one year). The proposed minimum qualifications are consistent with several other similar or related jobs found in other jurisdictions. The knowledge, skills, and abilities section was developed based on information submitted by the Treasurer's Office and a survey of similar and related jobs. It was recommended that the examination type be designated as competitive and that the probationary period be assigned 365 days.

A motion to approve the request was made, seconded, and passed unanimously.

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*RE: Request of the Civil Service Commission staff to create the specification for the classification Damage Prevention Program Manager, designate the examination type as noncompetitive, assign a 365-day probationary period, and amend Rule XI accordingly (Class Code 4056).*

PRESENT: Richard Cherry, Personnel Analyst II

Richard Cherry presented this request from the Department of Public Utilities to create the classification Damage Prevention Program Manager to manage the program designated for dealing with the damage, location, and repair of underground utility lines for the water, sewer, and electricity lines. The proposed classification would consist of a single position located in the Division of Operational Support and it would be responsible for supervising the Utility Line Locators.

It was recommended that the definition indicate this position is responsible for managing the damage prevention program for the Department of Public Utilities. The examples of work section was developed to reflect duties associated with this managerial classification. It was recommended that a guidelines for class use section be added to communicate that this is a single-position classification located in the Department of Public

Utilities, Division of Operational Support. It was further recommended that the minimum qualifications require completion of the twelfth school grade and five years of experience constructing, installing, repairing, maintaining, inspecting, or locating utility lines, three years of which have been in a supervisory capacity, and possession of a valid driver's license. The knowledge, skills, and abilities section consisted of attributes that increase the chance of success as a Damage Prevention Program Manager. It was recommended that this classification be designated noncompetitive and that the probationary period be designated 365 days.

A motion to approve the request was made, seconded, and passed unanimously.

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*RE: Request of the Civil Service Commission staff to revise the specification for the classification Budget Management Specialist, retitle it to read Budget/Management Specialist, and amend Rule XI accordingly (Class Code 0857).*

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented this request to revise and retitle the Budget Management Specialist classification to recognize performance management as an important component of the City's total budget process and to incorporate some of these responsibilities into the specification. This classification is currently used within the Financial Management Division of the Department of Finance and Management. Positions allocated to this classification are assigned to either the Budget Management or Performance Management sections. The proposed retitling recommended by the department, after much discussion, was to add a slash between budget and management.

It was recommended that the definition be revised to indicate responsibility for analyzing fiscal and operational performance of assigned City departments, divisions or agencies. The examples of work section was revised to incorporate those duties pertaining to performance management and Columbus\*Stat. The guidelines for class use section was modified to simply state that these positions are to be allocated only within the Department of Finance and Management. The only proposed revision to the minimum qualifications section was to add operational management experience as a type of qualifying experience. No revisions to the knowledge, skills, and abilities, examination type, or probationary period were recommended.

A motion to approve the request was made, seconded, and passed unanimously.

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*RE: Request of the Civil Service Commission staff to revise the specification for the classification Public Service Director (U) (Class Code 0076).*

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented this request as a part of the Civil Service Commission's effort to review all classifications every five years. Public Service Director (U) was last reviewed in October of 2000. There is currently one employee serving in this classification which is located in the Public Service Department.

As part of the review of this classification, Commission staff recommended that the specification be revised to reflect the current table of organization; several reorganizations have taken place in the last five years that are not accurately represented on the current specification. It was requested that the definition and examples of work be revised to reflect the current organizational structure and responsibility of the Director. It was further recommended that a guidelines for class use section be added that clearly communicates this classification as being unclassified and that appointments are pursuant to City Charter Section 148(1)(c). No other changes to the specification were recommended.

A motion to approve the request was made, seconded, and passed unanimously.

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*RE: Request of the Civil Service Commission staff to revise the specification for the classification Alcohol and Drug Abuse Counselor (Class Code 1565).*

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented this request to revise the minimum qualifications for Alcohol and Drug Abuse Counselor to resolve some of the difficulties that the department has experienced in the past. Additionally, the proposed minimum qualifications comply with the rules established by the Ohio Administrative Code and Ohio Department of Alcohol and Drug Abuse Services (ODADAS). Commission staff was first made aware of the qualifications issues when an applicant, who was a Certified Chemical Dependency Counselor I (CCDC I), did not meet the minimum qualifications set forth on the class specification. The current minimum qualifications require a bachelor's degree with no substitution and one year of experience that must be post bachelor's degree. In the applicant's situation, she had been certified for a number of years but had only received her bachelor's degree less than a year ago which resulted in her application being rejected. It is not unusual for the State to allow substitutions for bachelor's degrees when determining eligibility for specific certification or licensure programs. There was also language on the current specification that stated certification may be required for some positions, but all of these positions perform similar work.

As part of this review, meetings were scheduled with Columbus Health Department representatives to discuss their specific needs with regard to the use of this classification and to understand the State's requirements to practice as a counselor on alcohol and drug abuse. Based on these discussions, an understanding of the Ohio Administrative Code, and the rules of ODADAS, the proposed minimum qualifications would require:

Possession of a valid State of Ohio certification by the Ohio Chemical Dependency Professionals Board as a Certified Chemical Dependency Counselor I (CCDC I), Licensed Chemical Dependency Counselor II (LCDC II), Licensed Chemical Dependency Counselor III (LCDC III), or Licensed Independent Chemical Dependency Counselor (LIDC).

OR

Possession of valid State of Ohio licensure or certification by the Ohio Counselor, Social Worker, and Marriage & Family Therapist Board whose professional disclosure statement includes substance abuse assessment and counseling.

OR

Possession of a valid State of Ohio licensure or certification as a Registered Nurse, Psychologist, or Psychology Assistant and one year of experience providing chemical dependency counseling services.

There were no other proposed changes to the specification.

A motion to approve the request was made, seconded, and passed unanimously.

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*RE: Request of the Civil Service Commission staff to revise the specification for the classification EMS Instructor (Class Code 1626).*

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented this request to allow the Department of Public Safety greater opportunities to recruit of out-of-state candidates. Within the past two years, the Division of Fire has hired three employees who have all resigned citing low salary, and a fourth candidate quit the selection process also citing low salary. The most

recent posting and advertising of these positions resulted in only three qualified applicants. Given that the pool of qualified applicants is small for this classification, the Department is interested in expanding their recruitment efforts to extend beyond the State of Ohio.

In order to do this, the minimum qualifications need to be revised to incorporate nationally recognized certifications and temporary certifications instead of the Ohio certifications currently required. While the national and temporary certifications would allow the Division to hire out-of-state individuals initially, the intention would be that, within the assigned probationary period, these employees would obtain the appropriate State of Ohio certifications or licensure in order to maintain continuous employment.

There were no other proposed changes to the specification.

A motion to approve the request was made, seconded, and passed unanimously.

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*RE: Personnel Action Request  
Request of the Civil Service Commission staff to reallocate designated positions currently classified as Electronic System Specialist (Class Code 3670) to the Communication Systems Specialist classification (Class Code 3675) and to allow the affected employees to retain their current classification status and seniority.*

This item was deferred.

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*RE: Personnel Action Request  
Request of the Civil Service Commission staff to reallocate designated positions currently classified as Electronic System Technician (Class Code 3668) to the Communication Systems Technician classification (Class Code 3674) and to allow the affected employees to retain their current classification status and seniority.*

This item was deferred.

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*RE: Personnel Action Request  
Request of the Civil Service Commission staff to reallocate Position #60-09-00163, classified as Management Analyst II (Class Code 0780) to the Engineering Associate III classification (Class Code 1104) and to allow the affected incumbent to retain his current classification status and seniority.*

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented this request to reallocate position #60-09-00163, in the Division of Water, Department of Public Utilities, currently classified as Management Analyst II (Class Code 0780), to the classification Engineering Associate III (Class Code 1104). Commission staff conducted a classification-wide audit of all positions allocated to the Management Analyst II classification. Based on the duties currently performed by Gregory Moore, position incumbent, it was determined that the Engineering Associate III classification was the most appropriate classification. The employee and Appointing Authority were notified of the results of this audit. It was further requested that this individual retain his current classification seniority and status when reallocated to the new classification. While the classification title may be changing, the work assigned and performed by this employee remains the same.

The individual identified is responsible for performing the duties and responsibilities assigned to the specification for the classification Engineering Associate III. The designated individual meets the minimum qualifications of the new class, has completed the probationary period and achieved permanent status in his current classification. Therefore, it was requested that the designated position be reallocated to the

specification for the classification Engineering Associate III and the affected employee retain his current classification status and seniority.

Gregory Moore (Class Code 1104) #60-09-00163

A motion to approve the request was made, seconded, and passed unanimously.

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*RE: Personnel Action Request  
Request of the Civil Service Commission staff to reallocate Position #60-07-01216 classified as Management Analyst II (Class Code 0780) to the Purchasing Coordinator classification (Class Code 0784) and to allow the affected incumbent to retain his current classification status and seniority.*

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented this request to reallocate position #60-07-01216, in the Division of Electricity, Department of Public Utilities, currently classified as Management Analyst II (Class Code 0780), to the classification Purchasing Coordinator (Class Code 0784). Commission staff conducted a classification-wide audit of all positions allocated to the Management Analyst II classification. Based on the duties currently performed by Thomas Ratliffe, position incumbent, it was determined that the Purchasing Coordinator classification was the most appropriate classification. The employee and Appointing Authority were notified of the results of this audit. It was further requested that this individual retain his current classification seniority and status when reallocated to the new classification. While the classification title may be changing, the work assigned and performed by this employee remains the same.

The individual identified is responsible for performing the duties and responsibilities assigned to the specification for the classification Purchasing Coordinator. The designated individual meets the minimum qualifications of the new class, has completed the probationary period and achieved permanent status in his current classification. Therefore, it was requested that the designated position be reallocated to the specification for the classification Purchasing Coordinator and the affected employee retain his current classification status and seniority.

Thomas Ratliffe (Class Code 0784) #60-07-01216

A motion to approve the request was made, seconded, and passed unanimously.

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*RE: Personnel Action Request  
Request of the Civil Service Commission staff to reallocate Position #51-01-05084 classified as Management Analyst II (Class Code 0780) to the Recreation Administrative Manager classification (Class Code 3165) and to allow the affected incumbent to retain his current classification status and seniority.*

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented this request to reallocate position #51-01-05084, in the Columbus Recreation and Parks Department, currently classified as Management Analyst II (Class Code 0780), to the classification Recreation Administrative Manager (Class Code 3165). Commission staff conducted a classification-wide audit of all positions allocated to the Management Analyst II classification. Based on the duties currently performed by Karen Wiser, position incumbent, it was determined that the Recreation Administrative Manager classification was the most appropriate classification. The employee and Appointing Authority were notified of the results of this audit. It was further requested that this individual retain her current classification seniority and status when reallocated to the new classification. While the classification title may be changing, the work assigned and performed by this employee remains the same.

The individual identified is responsible for performing the duties and responsibilities assigned to the specification for the classification Recreation Administrative Manager. The designated individual meets the minimum qualifications of the new class and has completed the probationary period and achieved permanent status in her current classification. Therefore, it was requested that the designated position be reallocated to the specification for the classification Recreation Administrative Manager and the affected employee retain her current classification status and seniority.

Karen Wiser (Class Code 3165) #51-01-05084

A motion to approve the request was made, seconded, and passed unanimously.

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*RE: Personnel Action Request  
Request of the Civil Service Commission staff to reallocate designated positions currently classified as Data Communications Specialist I (Class Code 3640) to the Desktop Support Technician classification (Class Code 0552) and to allow the affected employees to retain their current classification status and seniority.*

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented this request to reallocate designated positions in the Departments of Public Utilities and Technology to the classification Desktop Support Technician (Class Code 0552). Based on an audit that was conducted by Commission staff, it has been determined that the level and type of work performed by these positions are more in line with the Desktop Support Technician. It was further requested that the individuals retain their classification seniority and status when reallocated to the new classification. While the classification title may be changing, the work assigned and performed by these employees remains the same.

There are currently four individuals identified and responsible for performing the duties and responsibilities assigned to the Desktop Support Technician classification. The designated individuals meet the minimum qualifications of the new class, have completed the probationary period, and achieved permanent status in their current classification. Therefore, it was requested that the designated positions be reallocated to the Desktop Support Technician classification and the affected employees retain their classification status and seniority.

<u>Dept</u>	<u>Div</u>	<u>Position</u>	<u>Name</u>	<u>Proposed Classification</u>	<u>Rank</u>
47	2	90076	Dandria, Kathryn T	Desktop Support Technician	19970112
60	5	01095	Cooper, Geraline	Desktop Support Technician	19971102
47	2	00031	Davis Jr, James	Desktop Support Technician	19970518
60	5	01081	Craig, Cindy L	Desktop Support Technician	20000709

A motion to approve the request was made, seconded, and passed unanimously.

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*RE: Residency Hearing Reviews.*

No residency hearing reviews were submitted this month.

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*RE: Administrative/Jurisdictional Reviews.*

*Appeal No. 06-CA-0003 – Review of the appeal of Karen Wiser regarding the reallocation of her position from Management Analyst II to Recreation Administrative Manager.*

The Commissioners reviewed the appeal Karen Wiser filed on January 30, 2006, based on her belief that her performance as a Management Analyst II was exemplary and the fact that the reallocation of her position to the Recreation Administrative Manager classification would result in a lower pay grade assignment.

The reallocation of Ms. Wiser's position was not a result of how she performed her duties but rather it was a reflection of the fact that the duties she was performing were inappropriate for the Management Analyst II classification. The Civil Service Commission is responsible for maintaining the integrity of the class plan and ensuring that employees are performing duties appropriate their classifications. Ms. Wiser's rate of pay has not been changed as a result of this reallocation. Notwithstanding the salary issue she raised, the Commission's primary responsibility is to ensure that she is assigned to a classification that is appropriate for her duties not whether the classification decision will affect her pay, seniority, or other non-work related issues.

The Commissioners decided to deny her appeal and dismiss it without a hearing.

Applicants Removed Post-Exam		
Name of Applicant	Position applied for	BAR #
Lois White	Police Communications Technician	06-BR-001

After reviewing Lois White's file, the Commissioners decided her name would not be reinstated to the Police Communications Technician eligible list.

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The Commissioners adjourned their regular meeting at 1:03 p.m.

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<hr/> Priscilla R. Tyson, Commission President	<hr/> March 27, 2006 Date
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